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DEPARTMENT OF THE AIR FORCE
1130TH AEROSPACE TECHNICAL DEVELOPMENT
AND TRAINING GROUP
Edwards Air Force Base, California 93523

ATTG Reg 67-8

29 April 1970

Supply

BENCH STOCK

This regulation outlines procedures to be used in the binning, utilization, and replenishment of miscellaneous spare parts classified as bench stock, under the Supply Section control. It applies to all personnel assigned or attached to this organization.

1. Responsibility. The Unit Supply Officer will be responsible for implementing these procedures.

2. Procedures.

a. Tac Maintenance:

(1) Unit Supply will requisition sufficient quantities of bench stock spares using the levels established by Tac Maintenance as a guideline.

(2) One-third of the requisitioned quantity (upon receipt) will be placed in a plastic envelope along with a "bench stock reorder card".

(3) The packaged and loose items (two-thirds) will then be binned.

(4) When the loose items have been used, the packaged items will be emptied into the bin and the bench stock reorder card placed in the reorder box by the customer. The envelope will remain in the bin.

(5) A supply representative will periodically check the reorder box, remove reorder cards and hand carry to the supply records section for reordering.

(6) A document control number assigned from the bench stock control register will be assigned and annotated on each reorder card (one for one).

(7) The reorder cards, with control number, will then generate requisitioning action to the project depot.

(8) A copy of the requisition document will be placed in the bench stock folder as a final action document.

(9) The reorder cards with control number assigned will be forwarded

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to the warehouse and placed in a suspense file sequenced by location, pending receipt of property.

(10) Upon receipt of sufficient quantities of each item ordered from project depot, the reorder card(s) will be pulled and forwarded to the bench stock storage area with the property for binning.

(11) Binning will be accomplished by warehouse personnel.

(12) When a bin location is empty, the customer will prepare a "bench stock zero balance card" and hand carry the card to the customer service counter of Unit Supply.

(13) Customer service will screen the bench stock suspense file to confirm whether a requisition exists.

(14) Should a requisition exist and the customer has a priority requirement for a specified amount to accomplish this task, he will be asked to prepare a DD Form 1150 with required date and article/unit work is to be accomplished on.

(15) The DD 1150 will be processed as a priority request with a "T" document number assigned.

(16) If a requisition does not exist, the zero balance card will be forwarded to the records section for review against the established bench stock list.

(17) If the item does not appear on the bench stock list, Tac Maintenance will be requested to establish a 30-day level and requisition action will be initiated.

b. Avionics/Commo:

(1) Avionics/Commo bench stock will be monitored by their supply representative.

(2) Requirements will be submitted to Unit Supply on a DD Form 1150 listing five line items per document.

(3) A control number will be assigned to each line item from the bench stock register.

(4) After requisitioning to the project depot has been initiated, the DD Form 1150 will be returned to the requestor.


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